



10031

## **Deputy Court Clerk**

Jefferson County offers an opening in the Clerk of Courts for an individual to clerk for in-court proceedings and maintain court records. This position requires the ability to perform tasks independently and accurately while paying close attention to detail with frequent interruptions.

Starting Wage: 15.36/hour

Minimum Requirements: Qualified candidate must have two years vocational training, with an emphasis on legal procedures; 3-4 years general office experience; ability to follow directions and utilize logical reasoning. Previous legal and/or customer service experience beneficial. Background checks will be performed.

Application review begins November 4, 2016 and is open until filled. Application and position details are available at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov) or Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

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